

Approved For Release :

CIA-RDP70-00211R000200190014-3

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

AUGUST 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

| ACTIVITY (Items 2 through 10 in cubic feet) | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
|--------------------------------------------------|------------------|---------------------|-------------------|
| 1. ACCESSION JOBS (Number) | 113 | 206 | |
| 2. RECORDS ACCESSIONED | 878 | 1,681 | 37,181 |
| 3. RECORDS DISPOSED OF AT CENTER | 103 | 263 | 3,211 |
| 4. RECORDS TRANSFERRED FROM CENTER | 108 | 171 | 7,979 |
| 5. RECORDS HOLDINGS | 25,991 | | |
| 6. DISTRIBUTION MATERIAL RECEIVED | 193 | 459 | 20,970 |
| 7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER | 85 | 224 | 6,019 |
| 8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER | 62 | 112 | 3,833 |
| 9. DISTRIBUTION MATERIAL HOLDINGS | *12,376 | | |
| 10. TOTAL HOLDINGS | 38,367 | | |

II. REFERENCE SERVICES

| SERVICE (Number) | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
|------------------------------|------------------|---------------------|-------------------|
| 11. RECORD DOCUMENTS LOANED | 1,048 | 1,954 | 55,976 |
| 12. INFORMATIONAL REQUESTS | 316 | 891 | 6,087 |
| 13. INFORMATION REPORTS | 287 | 513 | |
| 14. INTELLIGENCE REPORTS | 7,078 | 11,473 | |
| 15. ADMINISTRATIVE ISSUANCES | 762 | 1,260 | |
| 16. TOTAL | 9,491 | 16,091 | |

III. DISTRIBUTION MATERIALS RECEIVED

| MATERIAL (Number) | REPORTING PERIOD | FISCAL YEAR TO DATE | |
|------------------------------|------------------|---------------------|--|
| 17. INTELLIGENCE REPORTS | | | |
| A. INITIAL RECEIPT | 15,206 | 27,529 | |
| B. RETURNS | 3,490 | 6,848 | |
| 18. ADMINISTRATIVE ISSUANCES | 7,357 | 10,757 | |
| 19. TOTAL | 26,053 | 45,134 | |

IV. REPRODUCTION SERVICES

| PROCESS (No. of pages) | REPORTING PERIOD | FISCAL YEAR TO DATE | |
|------------------------|------------------|---------------------|--|
| 20. OZALID | 734 | 1,346 | |
| 21. PHOTOCOPY | 219 | 334 | |
| 22. DITTO | 204 | 222 | |
| 23. TOTAL | 1,157 | 1,902 | |

V. SHELVING UTILIZATION

| SPACE (Cubic feet) | REPORTING PERIOD | |
|--------------------|------------------|--|
| 24. TOTAL CAPACITY | 71,250 | |
| 25. UTILIZED | 38,367 | |
| 26. COMMITTED | 10,967 | |
| 27. AVAILABLE | 21,916 | |